



**Herne Bay High School**  
**September Opening Operational Plan**  
**PARENT GUIDE**  
**Version 1b**  
**20<sup>th</sup> July 2020**

**Associated Documents**

- [COVID-19 : Information to parents and carers](#)
- [COVID-19 Secondary School Guidance for return to schools in SEPTEMBER](#)

Herne Bay High School Risk assessment

Herne Bay High Policy Addendums

All available on school website at

<https://www.hernebayhigh.org/information/coronavirus/re-opening-of-school-site-to-students/>

Please watch detailed film to support full return (available on website)

This is a “**live**” document, as such minor amendments will probably happen right up to September to reflect updated Gov advice.

## **Context**

The secretary of state has asked schools to reopen for all students after the 1st September 2020. The DfE has provided detailed guidance for schools to support this policy (link above). This operational plan responds to all the guidance and sets out how we will start to educate all HBHS students in September. A full risk assessment has been undertaken to ensure it is safe to do so. The decisions made are in the best interest of staff and students putting safety first in all instances.

The school has been redesigned into year group zones; the overarching principle is students from different year groups MUST NOT come into contact with each other. Year 7 & 8 will be taught in CLASS bubbles, Year 9 to 13 will operate as YEAR bubbles. Arrival, lessons, break, lunch and departure will happen separately. To enable this to happen there are several big changes for September

- 1) Students where possible will stay in a base room (mentor room)
- 2) Staff will be required to move to the class group base room for many lessons
- 3) A “movement route” has been designed to enable a “flow” around the school, minimising the risk of overcrowding / pinch point and hence contact.
- 4) The start and end of the school day along with lunch times are staggered to reduce the chance compromising year group bubbles.

This document contains everything you need to know to understand the changes. There is also a film to accompany this booklet available on the school website.

These changes will continue until we are advised by the Secretary of State that “normal” schooling can return.

## **Contents**

Page 2.	Year Group Zones
Page 2.	Year Group Leadership
Page 4.	Year Groups Mentor / Student identification
Page 4.	Movement Around the School
Page 6.	Start & End to school day
Page 6.	Times of the day
Page 7.	Teaching & Learning
Page 7.	Lesson changeover
Page 8.	Student MUSTs
Page 8.	Toilets
Page 8.	Break / Lunch
Page 8 :	Attendance
Page 9.	Clubs / Activities
Page 9.	New term Arrangements

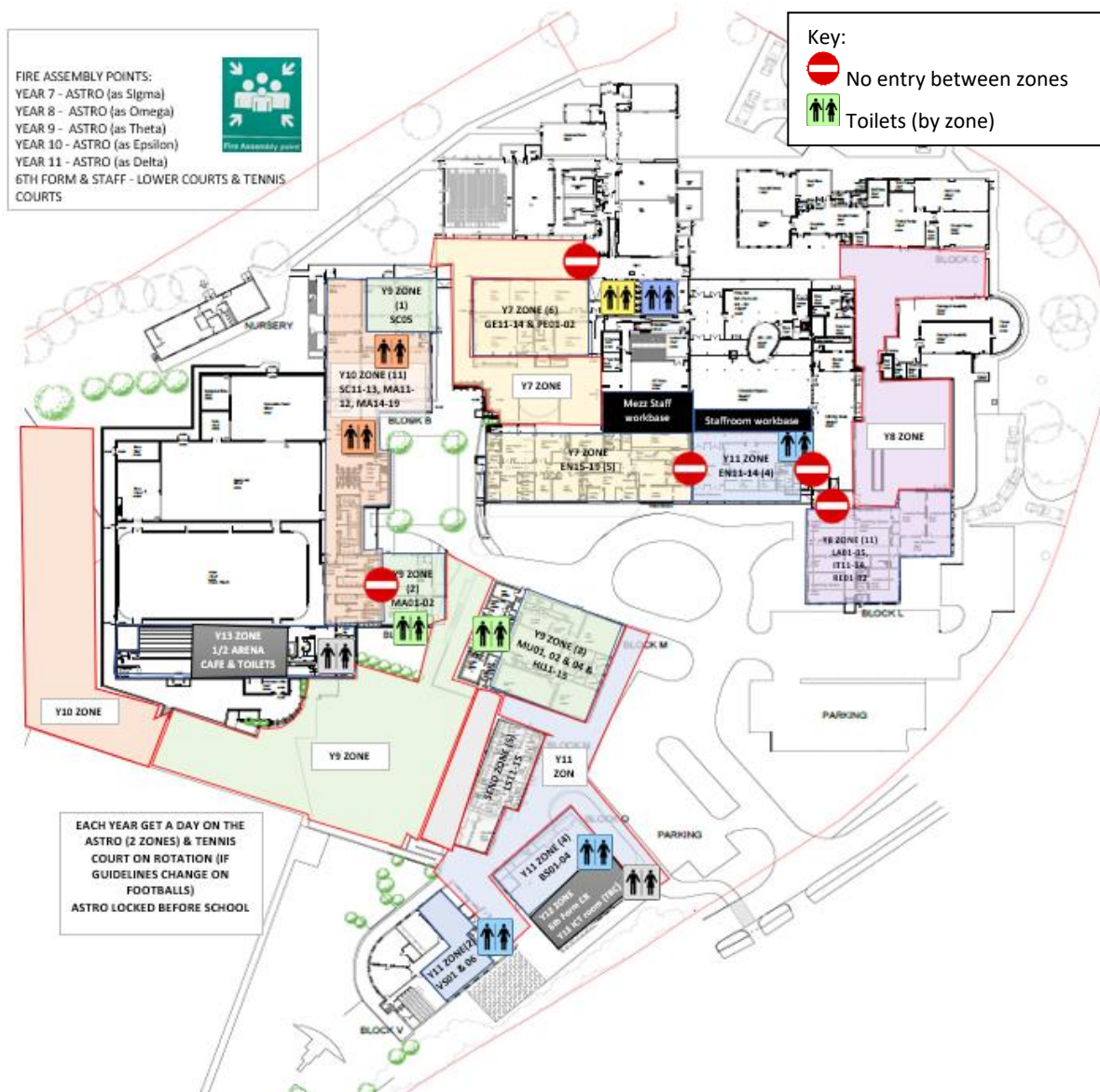
Appendix 1 : Year 7 to 11 return detail Thursday 3<sup>rd</sup> / Friday 4<sup>th</sup> September

Appendix 2 : Year 12 / 13 return detail Monday 7<sup>th</sup> September

## Year Group Zones

There are 6 designated zones for each year group and 2 for SEND & Inclusion (LS Block & Bungalow) – each area will be colour coded i.e. year 7 yellow on chart, map, signs, floor marker

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13 (TBC)	SEND
<b>SLT (HOY)</b>	S Jones	J Wilson	J Hopper	C Smith	T Baldwin	L Wrigley	B Tate
<b>Zone</b>	Yellow	Purple	Green	Red	Blue	Dark Grey	Light Grey
<b>Year Office</b>	Geog. Office	IT Office (IT15)	VP Office/ VP Meeting Room	MA13	BS05	Ground Floor 6 <sup>th</sup> Form Office	
<b>Teaching Rooms</b>	GE11-14, PE01-02, EN15-19	LA01-05, RE01-02, IT11-14	MU01, MU02, MU04, HI11-15, MA01-02, SC05	MA11-12, MA14-19, SC11-13	EN11-14, BS01-04, VS01, VS06		LS11-15, Bungalow
<b>Toilets</b>	Main Toilets (A)	Main Toilets (B)	M Block/Maths	Science/PE	BS & VS Block	6 <sup>th</sup> Form CR/Arena Cafe	LS Block, Bungalow
<b>Outdoor Social Area</b>	Theatre Canopy Area, Back of LRC	Restaurant Canopy	Upper Courts	Lower Courts	Front of BS/VS Block	6 <sup>th</sup> Form CR, 6 <sup>th</sup> Form IT room, ½ Arena Cafe	Bungalow garden, Back of LS Block (Steps)
<b>Food</b>	Servery 1 (Q in CCY) queue in Covered Courtyard	Servery 2 Cold end (Q in Year area)	Servery 1 (Q in CCY) queue in Covered Courtyard	Arena (outside)	Servery 2 Cold end (queue outside by finance)	Pre order and collect Y12 (CR) Y13 Arena	Arena
<b>Stairs (year group only)</b>	English Main, Geography	ICT back stairs	M Block Main & Back	Maths (PE entrance), Science (Main), Science Fire Exit	English stairs (opp EN13)	BS Block	LS Block



## Student Identification

All students will be provided with a coloured lanyard and this **MUST** be worn around the neck at all times. The coloured lanyard represents the year group zone (which link to the Heads of College and College Managers overseeing each year group)

Year 7 – Yellow (S Jones & G Verge)  
 Year 8 – Purple (J Wilson & L Sparks)  
 Year 9 – Green (J Hopper & T Shaw)  
 Year 10 – Red (C Smith & D Treacher)  
 Year 11 – Blue (T Baldwin & L Bailey)

These “Heads of Year & Year Managers” will be located in the designated zone (see base room). Any immediate wellbeing or behaviour issues will be referred to the HOY & YM in the first instance.

## Mentor / Teaching “Base” rooms

Room	Year	Mentor		Room	Year	Mentor		Room	Year	Mentor	
EN15	7	CR	T1	HI11	9	JT/GF	E1	BS01	11	KS	O2
EN16	7	WS	T2	HI12	9	HO	S1	BS02	11	DM	E1
EN17	7	TK	S2	HI13	9	VW	S2	BS03	11	LH	E2
EN18	7	SA	D2	HI14	9	NP	E2	BS04	11	BD	O1
EN19	7	SR	D1	HI15	9	NM	O1	EN11	11	LS	D1
GE11	7	EW	S1	MA01	9	DW	T1	EN12	11	SP/HC	D2
GE12	7	HB	E1	MA02	9	RY	T2	EN13	11	NT	S1
GE13	7	BZ	E2	SC05	9	AY	D1	EN14	11	AM	S2
GE14	7 HPA	GR	HPA	MU02	9	TG	D2	VS01	11	RV	T1
PE01	7	KB	O2	MU04	9	MO/JN	O2	VS06	11	KD	T2
PE02	7	JV	O1	MU01	9 HPA	SB/LU	HPA				
IT11	8	AA	T1	MA11	10	CO	O1				
IT12	8	AC	T2	MA12	10	MS	T2				
IT13	8	LL	E1	MA14	10	CE	T1				
IT14	8	RD	O1	MA15	10	CC	E1				
LA01	8	KM	E2	MA16	10	SC	S2				
LA02	8 HPA	AH/PO	HPA	MA17	10	BK	E2				
LA03	8	BR	O2	MA18	10	CP	O2				
LA04	8	KE	D1	MA19	10	MC	S1				
LA05	8	HA	D2	SC11	10	MY	D1				
RE01	8	MG	S1	SC12	10 HPA	AS/LF	HPA				
RE02	8	MW	S2	SC13	10	SD	D2				

## Movement around the school site

A strict ‘one-way’ system will be imposed to enable students and staff to move around the school safely (see map). The creation of zones and allocation designated buildings will enable year groups to be self-contained and it is paramount that other **years do not access the buildings during transition** around the school. Year 12/13 movement will be off-set from other years to allow them to access specialist rooms around the school this will eliminate the chance of inadvertant contact with younger years.

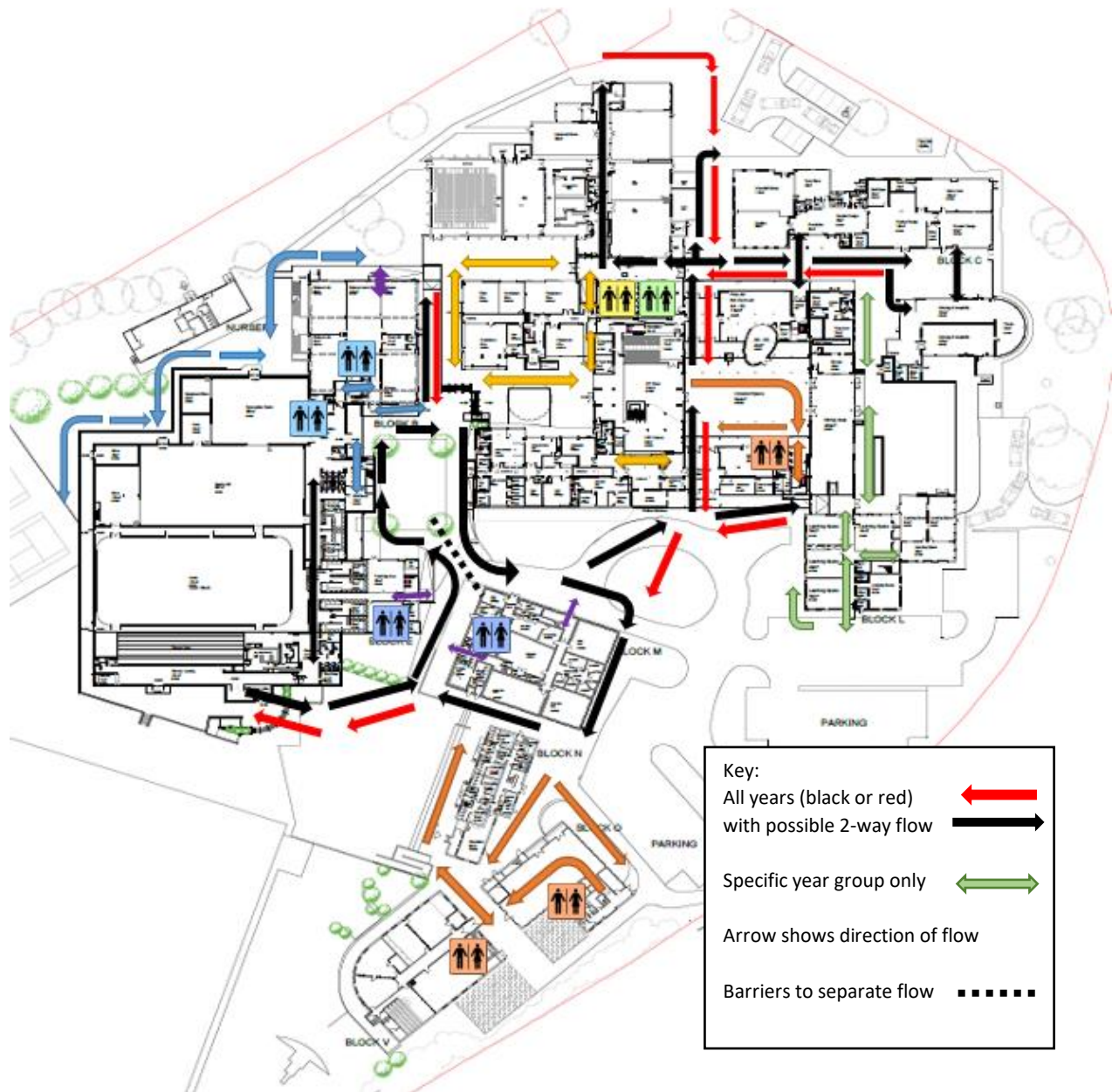
All members of the school community will walk on the **left** and must adhere to the **signage**.

There will be 2-way flow through the covered courtyard, outside Technology, entering PE via main Arena entrance and outside lower path outside science to allow Year 10 access to the lower courts – there will be floor demarcation lines and signage.

There will be a one way-system around M Block to access VS Block, VS Block and LS Block, and Maths and Science. Students will enter and leave PE via the Arena Entrance. Students will line up on the upper courts before entering PE.

Year 10 students will access MA19, SC11-13 via the main door and stairs with **no access to the ground floor** laboratories. Students will access the building via the Fire Exit in SC14 (computer area).

There will be **no entry** between zones around the school site to prevent the flow of students crossing into other year group bubbles: (see no entry signs on MAP)



- 1) Doors at the top of Maths main stairs to separate Year 9 and 10 zones – the stairs will allow year 9 to access the toilets. Year 10 students will access Maths from the stairs outside MA17 and PE entrance.
- 2) Doors between the Theatre Foyer and Canopy Area to separate Year 7 zone from Theatre/Dance – access to Theatre/Dance via one way system through Theatre Foyer and exit by Bungalow.
- 3) Doors between Geography and Art to separate Year 7 zone from Art – access to Art via stairs and entrance opposite Technology.
- 4) Doors between EN15 and EN11-14 to separate Year 7 zone from Year 11 zone – access to Year 7 zone via main English stairs and access to Year 11 zone via covered courtyard and English stairs outside EN13.
- 5) Doors between ICT Plaza and English Corridor & ICT Plaza and ICT Corridor – separate Plaza from Year 11 zone and Year 8 zone. Access to the ICT Plaza via the art stairs opposite Technology.
- 6) Access to SC05 via Fire Exit – there will be no access through ground floor science.
- 7) Year 8 students will only be able to access the restaurant or the canopy area when leaving the Languages corridor via doors by LA01.

## Start and end of the day

To ensure social distancing all students will enter the site on foot and do so via a designated gate and go **straight** to their mentor base. We are operating a staggered start / end to the day and it is imperative that students follow it closely.

Year 7 will enter the school site via **Gate 1** (Bungalow Gate) or by the zebra crossing gate by Technology/Flyover between 0830-0840

Year 8 will enter the school site via **Gate 2** between 0830-0840

Year 9 will enter the school site via **Gate 3** (Stillwater Crossing / Pedestrian Gate) between 0840-0850

Year 10 will enter the school site via **Gate 1** (Bungalow) between 0840-0850

Year 11 will enter the school site via **Gate 3** (Stillwater Crossing / Pedestrian Gate) between 0830-0840

Year 12 will enter the school via any gate before 0830 and go to mentor base

Year 13 arrive after 0855 via any gate and go straight to period 1

At the **end** of the day a tannoy announcement will dismiss year groups in 5 minute intervals. Mentors will escort students to the designated gate and they must leave the site immediately adhering to social distancing guidelines.

Year 7 will leave at 1505 via **Gate 1** or the zebra crossing gate by Technology/Flyover

Year 8 will leave at 1510 via **Gate 2**

Year 9 will leave at 1505 via **Gate 3** (Stillwater Crossing / Pedestrian Gate)

Year 10 will leave at 1515 via **Gate 1**(Stillwater Crossing / Pedestrian Gate)

Year 11 will leave at 1515 via **Gate 3** (Stillwater Crossing / Pedestrian Gate)

Year 12 leave at 1500 via any gate

Year 13 leave at 1520 via any gate

**\*Parents who bring students by car will not be able to drop-off or pick-up students from the school site (except for the year 7 group Induction Day on Thurs 3<sup>rd</sup> September to drop-off/picked up).**

## Times of the day

am Mentor	0835-0855	
P1	0855-0945	
P2	0945-1035	
Break	1035-1055	(No Food service – all students can access their social zone)
P3	1055-1150	
P4	1150-1245	
Lunch (7/8)	1230 lunch for Y7/8 ONLY – back in year zone by 1245)	
Lunch (9/10/11)	1245-1320	
P5	1320-1410	
P6	1410-1500	
pm Mentor	Staggered end between 3.05 & 3.20	

## Times of the day - Wednesday

am Mentor	0835-0855	
P1	0855-0940	
P2	0940-1025	
P3	1025-1110	
Break	1110-1130	(No Food service – all students can access their social zone)
P3	1130-1210	
P4	1210-1250	
Leave	1250	
Lunch (FSM only)	1250-1320 [12.50 – 1.05 ( Y7, 8, 9) / (1.05 – 1.20 Y10, 11)]	

## **Teaching & Learning**

Years 7-9 will be taught predominantly in their mentor base (designated classroom) within the zone to protect the “teaching group bubble”. There will be some movement to specialist rooms if required. Specialist departments – eg Science, Art, Design & Technology, Dance, Drama, Music - must carefully consider the Y7-8 curriculum carefully to reduce, where possible, the need for students to access the specialist rooms. There will be greater flexibility within the Year 9 curriculum, and there will be a review of sets in English/Maths and Science to ensure we minimise the size of each student’s bubble.

In Years 7-9 there will be 11 teaching groups (1 x HPA + 10 mixed ability groups determined by the college) – this creates smaller groups in classrooms to enable staff to safely social distance themselves from students which is a requirement of the DfE guidance

In Years 10-11 there will be greater flexibility within the class sizes and greater movement within the “year bubble”, which has been determined by the need to return students to exam studies. The lessons will be taught within the designated classrooms within the Year 10 – 11 zone, unless requiring specialist rooms in Art, Design & Technology, Dance, Drama, Music or Science. When considering the curriculum maps for all year groups, departments must give priority to examination classes in Y10 & Y11.

### **Lesson Movement / Changeover**

At lesson changeover the vast majority of students will be remaining in the same room. Those that need to move to a specialist space **MUST** join the one way system regardless of there being a shorter route. Those who are remaining in the same room will be expected to quietly read or prepare for the coming lesson.

For students moving to a practical subjects, the PE / Practical subject staff will come to class base room and collect the students

### **Lesson Content / Remote Learning**

Over the period of lockdown, the school has implemented Microsoft Teams to develop a method of providing effective education through ‘remote learning’. Should the school be required to close again then learning will seamlessly continue. Each student will be reminded of their unique login and password to allow them to access the Microsoft Office 365 Suite and emails from the link on the school website.

From the 7<sup>th</sup> September staff will continue to make lesson content available online to enable students who are, for complex medical reasons, still shielding or have been requested to remain away from school on professional advice. This will be on Show My Homework or Microsoft Teams.

### **Key Stage 3 groups**

Due to the limited opportunity to complete our ‘normal’ transition and induction process, along with the absence of validated KS2 SATS data and the alteration to the Year 6-7 transfer meetings, we have taken the decision to delay the creation of the Herons groups for Year 7, in addition due to needing to reorganise classrooms for social distancing with reduced numbers, we are temporarily suspending Herons in Years 8-9 as we have had to create new classes of equal size. The HPA groups will transfer to the new year as a separate mentor group. In Year 7 the HPA group has been formed which includes students who have passed the Kent Test as well as students highly recommended by Primary Schools and having ‘Greater Depth’ in Maths. All Year 7 students will sit the CAT tests in the new term. All sets in Years 7-9 will be reviewed when we move back to the “normal” school structure.

### **Behaviour & Conduct**

There is a behaviour **policy addendum** that contains full detailed changes to the behaviour policy required for September. this is available on the website. In September we will support all students to understand the importance of full compliance with all aspects of the behaviour policy. Prior to this please discuss with your child what they **must know**, **must bring** and **must do** when they return to us in September:

#### **What students MUST know**

- **KNOW** - the revised behaviour policy and follow Covid-19 amendments
- **KNOW** - the 2-metre rule

- **KNOW** - to wash/ sanitise their hands on entrance and exit to both the school and as they move from class to class
- **KNOW** - their times of entry and exit to the school and where they need to go to as soon as they arrive
- **KNOW** - when their PE/Dance days are so they can come into school in their PE/Dance kit for that day. They may also wear their school tracksuit, school jumper, cardigan, fleece, blazer or a coat if they are cold. Under no circumstances should the students be wearing hoodies or non-uniform attire whilst in school.

#### **What students MUST bring**

- **BRING** - Packed lunch/snack/ drink for break
- **BRING** - School bag sufficient to hold their equipment and all of their exercise books
- **BRING** – all necessary equipment:
  - mandatory: pencil case with pens, pencils, eraser, sharpener, calculator, ruler, pair of compasses, protractor
  - advisable equipment: a highlighter, a different coloured pen, colouring pencils / felt tips, a glue stick
- **BRING** – their exercise books for all of their lessons that day
- **BRING** – their reading book

#### **What students MUST do:**

All students ....

- **MUST** arrive to school at the allotted time and gate
- **MUST** abide by the seating plan generated by their mentor.
- **MUST** follow the one-way system keeping to the left when transitioning around the school site.
- **MUST** use sanitize / wash their hands on entrance and exit to all their classrooms and when entering and exiting the school premises.
- **MUST** be reading their books during the lesson changeover (transition) if they are required to remain in their classroom.
- **MUST** always wear their coloured year lanyards whilst on the school site
- **MUST** inform an adult immediately if they develop symptoms
- **MUST** sign an additional COVID Return to School Agreement

#### **Toilets**

Students should be allowed to leave the room during lessons to go to the toilet to avoid students congregating near toilets at break or lunch. Staff will be provided with toilet cards for students that can be issued to a student for permission to leave the room. Students **MUST** go to the nearest designated **YEAR** toilets. Staff will log this so we can track when and where students are out of lessons.

#### **Entering / leaving rooms**

Students must sanitise their hands when entering or leaving a room.

Staff will be allocated a personal pack of wipes to clean teaching desks/shared equipment and high contact areas. This should be undertaken when leaving the room. 6<sup>th</sup> form student will wipe down their desk on leaving a room. Enhanced cleaning across the site will be in operation so high touch / traffic areas will be cleaned in line with PHE guidance.

#### **Attendance:**

The school is following the government guidelines on attendance (Section 2. Attendance) at school which states that all students, unless explicitly advised in writing by a GP / Consultant / NHS, should be able to return to school.

#### **Break and Lunch**

There will be **NO** break time food service.

#### **All students will be encouraged to bring a packed lunch and drinks to school.**

There will be no tables or seating in the restaurant and covered courtyard and therefore the restaurant staff will be running a limited "Grab & Go" service.

There will be 3 serveries for students (The Arena Café (inside & out), the cold servery end and the hot servery end in the restaurant). Each food access point will have identical food for sale.



Each year group will be allocated a servery to purchase “grab bags or grab & go food”. (see chart at start) There are staggered times throughout lunch service when students will be escorted (by teaching staff) to their servery to purchase food and will then **return to their zone** to eat it.

Each year group will have a designated outside zone to sit, eat and play.

Food can **ONLY be eaten** in the outside year area (see chart at start)

The astro (divided into 2 areas) and tennis courts will be available to each year group on rotation to allow them to play football (\*depending upon PHE guidance). It maybe possible to open designated areas of the field if the weather allows.

If it is wet lunch/break students that do not have covered areas will be able to return to their mentor base.

### **Clubs/Activites**

There will be no clubs/activities/catch-up sessions before school or after school (except as stated in the SEND Programme) until further notice. This will be reviewed weekly from Friday 11<sup>th</sup> September.

### **New Term Arrangements**

#### **Outline**

<b>Week 1</b>	Tuesday 1 <sup>st</sup> Sept:	INSET (STAFF ONLY)
	Wednesday 2 <sup>nd</sup> Sept:	INSET (STAFF ONLY)
	Thursday 3 <sup>rd</sup> Sept:	New Year 7 & Year 9 & Year 11 (Years 8 & 10 stay at home) 6 <sup>th</sup> Form enrolment (online)
	Friday 4 <sup>th</sup> Sept:	Year 7 & Year 8 & Year 10 (Years 9 & 11 stay at home) 6 <sup>th</sup> Form enrolment (online)
<b>Week 2</b>	Monday 7 <sup>th</sup> Sept:	Year 7-11 Normal Lessons 6 <sup>th</sup> Form (am Information/Induction & pm lessons)
	Tuesday 8 <sup>th</sup> Sept:	Years 7-13 Normal Lessons
	All week:	Year 7 CATs testing

**Year 7 to 11 detail in appendix 1**

**Year 12/13 detail in appendix 2**

Please visit our website at

<https://www.hernebayhigh.org/information/coronavirus/re-opening-of-school-site-to-students/>

where we will post any further updates / changes over the summer holidays

**Appendix 1: Year 7 to 11 Thursday 3rd and Friday 4th September 2020 – Return plan**

Thursday 3rd September	Year 7	Year 9	Year 11
Arrive	0830-0840	0930-0940	1015-1025
Arrive Gate	1, 3, & 4	3	3
Welcome in Bay Arena	0840-0900	0940-1000	1025-1055
Mentor	0900-1035 & 1055-1230	1030-1035 & 1055-1245	1055-1245
Break	1035-1055	1035-1055	
Lunch	1230-1320	1245-1320	1245-1320
Period 5	1320-1410	1320-1410	1320-1410
Period 6	1410-1500	1410-1500	1410-1500
Mentor pm	1500-1520	1500-1515	1500-1510
Depart	1520	1515	1510
Depart Gate	1 & 4	3	3

Friday 4th September	Year 7	Year 8	Year 10
Arrive	0830-0840	0930-0940	1015-1025
Arrive Gate	1	1 & 3	1
Welcome in Bay Arena		0940-1000	1025-1055
Mentor	0840-1035 & 1055-1230	1030-1035 & 1055-1230	1055-1245
Break	1035-1055	1035-1055	
Lunch	1230-1320	1230-1320	1245-1320
Period 5	1320-1410	1320-1410	1320-1410
Period 6	1410-1500	1410-1500	1410-1500
Mentor pm	1500-1520	1500-1515	1500-1510
Depart	1520	1515	1510
Depart Gate	1	2	1

**Appendix 2: Post 16 return schedule : Monday 7<sup>th</sup> September**

Time	Year 12	Year 13																		
	<b>Blue Lanyards</b>	<b>Red Lanyards</b>																		
Arrival	Arrive at 0825-0835 via any gate and go directly to their Mentor base if unsure go to the Y12 Common Room area	No Mentor – not in school  But would normally come in 0855- 0900 via any gate and go directly to lesson 1 to be seated by 9.05am.																		
<b>AM Mentor Time</b> 0835 – 0855	Mentor Base  6 <sup>th</sup> Form Mentors will be paired into buddies, so if additional mentors required, one can be taken.  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">6EL</td> <td style="width: 33%;">SK</td> <td style="width: 33%;">Science Room One</td> </tr> <tr> <td>6S</td> <td>EL</td> <td>Science Room One</td> </tr> <tr> <td>6CJ</td> <td>KT</td> <td>Art – Down Stairs</td> </tr> <tr> <td>6KT</td> <td>CJ</td> <td>Art – Down Stairs</td> </tr> <tr> <td>6SM</td> <td>MH</td> <td>Science Room Two</td> </tr> <tr> <td>6MH</td> <td>SM</td> <td>Science Room Two</td> </tr> </table>	6EL	SK	Science Room One	6S	EL	Science Room One	6CJ	KT	Art – Down Stairs	6KT	CJ	Art – Down Stairs	6SM	MH	Science Room Two	6MH	SM	Science Room Two	No Mentor – not in school
6EL	SK	Science Room One																		
6S	EL	Science Room One																		
6CJ	KT	Art – Down Stairs																		
6KT	CJ	Art – Down Stairs																		
6SM	MH	Science Room Two																		
6MH	SM	Science Room Two																		

	<table border="1"> <tr><td>6LP</td><td>RS</td><td>Science Room Three</td></tr> <tr><td>6RS</td><td>LP</td><td>Science Room Three</td></tr> <tr><td>6GB</td><td>KP</td><td>ICT Plaza (Art)</td></tr> <tr><td>6KP</td><td>GB</td><td>ICT Plaza (Art)</td></tr> <tr><td>6FA</td><td>HP</td><td>Science Room Four</td></tr> <tr><td>6HP</td><td>FA</td><td>Science Room Four</td></tr> </table> <p>Mentors will take register, hand out lanyards and escort students to Bay Arena</p> <p>External students to be given a buddy.</p>	6LP	RS	Science Room Three	6RS	LP	Science Room Three	6GB	KP	ICT Plaza (Art)	6KP	GB	ICT Plaza (Art)	6FA	HP	Science Room Four	6HP	FA	Science Room Four	
6LP	RS	Science Room Three																		
6RS	LP	Science Room Three																		
6GB	KP	ICT Plaza (Art)																		
6KP	GB	ICT Plaza (Art)																		
6FA	HP	Science Room Four																		
6HP	FA	Science Room Four																		
<b>Period One</b> 0855-0945	<p>Bay Arena</p> <p>P1 teachers attend Bay Arena and Induction video/deliver by JB/CH/LW</p> <p>Once finished P1 teachers will take students back to their classroom base.</p>	Y13 – not in school																		
<b>Period Two</b> 0945- 1035	<p>External students to go on a tour of school with Head Boy/Girl</p> <p>In subject lessons with classroom teacher but Y12 students to be called down by tannoy, lesson by lesson for photo. Teacher to escort them down to the canteen.</p> <p>Art Graphics           GB  Eng Lit                    MI  Financial Studies    CH  Finance L2             BK  Fine Art                 LS  Football Academy   RO  History                 JT  Law                       SH  Perf Arts               AO  Physics                 AH  Psychology            CJ  Sport Single           JH  Sport Triple           DF  Sociology             HP</p> <p>Any other students who is not in lesson and based in the Common Room to be walked down by the 6<sup>th</sup> Form Team</p>	Y13 – not in school																		
<b>Break 1035-1055 – No Food service – students to be in year group bases</b> Year 12 – Common Room and Year 13 Bay Arena Cafe																				
<b>Period Three</b> 1055 - 1150	To lessons	Y13 teacher to go to the Bay Arena to take subject register whilst the induction information is delivered. Once complete return to subject lesson.																		
<b>Period Four</b> 1150 - 1245	To lessons	In lessons																		
<b>Lunches will be staggered across the school</b> 6 <sup>th</sup> Form Lunch 1230 – 1320 Please bring your own food where possible																				

From week commencing 14<sup>th</sup> September, food can be pre ordered for the week and monies deducted from funds available on ID card  
 Y12 food delivered to the Common Room  
 Y13 food delivered to the Bay Arena Cafe

<b>Period Five</b> 1320 – 14.10	To lessons	To lessons																																				
<b>Period Six</b> 1410 – 1500	To lessons	To lessons																																				
<b>PM Mentor Time</b> 1500 – 1510	Y12 go straight home at 1500	Y13 to mentor base – depart at 1520 <table border="1"> <tr><td>6EL</td><td>SK</td><td>Science Room One</td></tr> <tr><td>6S</td><td>EL</td><td>Science Room One</td></tr> <tr><td>6CJ</td><td>KT</td><td>Art – Down Stairs</td></tr> <tr><td>6KT</td><td>CJ</td><td>Art – Down Stairs</td></tr> <tr><td>6SM</td><td>MH</td><td>Science Room Two</td></tr> <tr><td>6MH</td><td>SM</td><td>Science Room Two</td></tr> <tr><td>6LP</td><td>RS</td><td>Science Room Three</td></tr> <tr><td>6RS</td><td>LP</td><td>Science Room Three</td></tr> <tr><td>6GB</td><td>KP</td><td>ICT Plaza (Art)</td></tr> <tr><td>6KP</td><td>GB</td><td>ICT Plaza (Art)</td></tr> <tr><td>6FA</td><td>HP</td><td>Science Room Four</td></tr> <tr><td>6HP</td><td>FA</td><td>Science Room Four</td></tr> </table>	6EL	SK	Science Room One	6S	EL	Science Room One	6CJ	KT	Art – Down Stairs	6KT	CJ	Art – Down Stairs	6SM	MH	Science Room Two	6MH	SM	Science Room Two	6LP	RS	Science Room Three	6RS	LP	Science Room Three	6GB	KP	ICT Plaza (Art)	6KP	GB	ICT Plaza (Art)	6FA	HP	Science Room Four	6HP	FA	Science Room Four
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